

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

**AMENDMENT TO CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
POLICY STATEMENT,
EFFECTIVE NOVEMBER 21, 2011,
AND
OTHER INFORMATION RELATED TO THE IMPENDING UPGRADE OF THE COURT'S
BANKRUPTCY CM/ECF SYSTEM FROM RELEASE 3.4 THROUGH RELEASES 4.0 AND
4.1 TO 4.2**

The Court entered Standing Order No. 08-4 on March 14, 2008, effective March 17, 2008, which, in part, adopted Local Bankruptcy Rule 5005-2. Pursuant to this Local Bankruptcy Rule, the Clerk of Court is permitted to promulgate and revise the Court's Electronic Case Files (CM/ECF) Policy. Promulgation of the CM/ECF Policy permits the Clerk to make necessary changes and is formatted in such a manner as to facilitate its reference by external ECF users, the bar and public in addition to Court users.

An amendment has been made to CM/ECF Policy 6 – Sealed Documents. The amendment takes effect November 21, 2011. In Bankruptcy CM/ECF Release 4.1, courts will have the ability to allow an external CM/ECF User to file documents under seal electronically. No external CM/ECF User, however, shall file any documents electronically except upon motion and court order authorizing that such action take place. The above referenced amendment is appended to this Public Notice.

Addendum A, Sealed Functionality, to the CM/ECF Releases 4.0, 4.1 & 4.2 Summary of New Features for External Users document, has been reformatted and revised. That document is accessible at http://www.vaeb.uscourts.gov/ecfguides/4.1ELMs/learningmodules_external.html.

In addition, as referenced in the Clerk's Public Notice, dated October 20, 2011, a Summary of New Features for Chapter 7 and 13 Trustees document is available on-line. That document, in addition to on-line trustee learning modules, can be accessed at the Court's CM/ECF Users' Guides page (under the Trustee/U.S. Trustee Section heading) at <http://www.vaeb.uscourts.gov/ecfguides/ecfotm.htm>.

William C. Redden
Clerk of Court

Date: November 15, 2011

Attachment

**UNITED STATES BANKRUPTCY COURT
for the
EASTERN DISTRICT OF VIRGINIA**

**CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
POLICY STATEMENT**



**Effective November 21, 2011
(Version 11/08/11)**

Revision to CM/ECF Policy 6 – Sealed Documents

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

**CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
POLICY STATEMENT**

CM/ECF POLICY 6 – SEALED DOCUMENTS

Except as the presiding judge otherwise may direct, documents ordered to be filed under seal shall be filed ~~on paper~~ in the ECF System in accordance with the CM/ECF Policy. A motion to file a document(s) under seal shall be filed electronically without inclusion or attachment of the confidential information or document(s) containing such confidential information. The Court may require that paper copies of the document(s) proposed for filing under seal be submitted in a sealed envelope prior to ruling on the motion. Upon granting of the motion, the order shall require the User to file the protected information or document(s) ~~on paper in a sealed envelope~~ electronically, using the sealed document docketing event in the ECF System. ~~A copy of the order shall be affixed to the sealed envelope when the confidential information or document(s) is filed.~~